

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Approving the Reclassification of the Board of Commissioners  
Administrative Specialist to Office Manager – Board of Commissioners**

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**WHEREAS,** the Administrative Specialist assigned to the Office of the County Administrator is tasked with providing advanced office management and administrative support functions to the County's Board of Commissioners as a body and to its nine members who are elected officials; and

**WHEREAS,** the scope, reach, and responsibility levels of this position exceed those of the Administrative Specialist class and are more characteristic of the Office Manager level of support to an organizational unit. While there are no other administrative and clerical staff currently assigned to the Board of Commissioners itself, this position effectively provides leadership and coordination to the work of all County departments pertaining to items that must be prepared to come before the Board for review and action; and

**WHEREAS,** the position has been evaluated by MGT Consulting Services, L.L.C., who is recommending the Board of Commissioners Office Manager be classified at the non-union Grade 8.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reclassification of the Board of Commissioners Administrative Specialist to the Board of Commissioners Office Manager at non-union Grade 8.

**CURRENT:**

Position #	Description	Group	Grade	FTE	Status
10100101	ADMINISTRATIVE SPECIALIST	NU	5	1.00	A

**PROPOSED:**

Position #	Description	Group	Grade	FTE	Status
10100101	OFFICE MANAGER BOC	NU	8	1.00	A

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*Note: This job analysis needs only Personnel Committee approval and does not need to move forward to any other committee per the Classification and Compensation Administrative Guidelines approved by the Board of Commissioners*

**MOVED:**

**SECONDED:**

**CARRIED:**